Managing Profile Information for Institutions

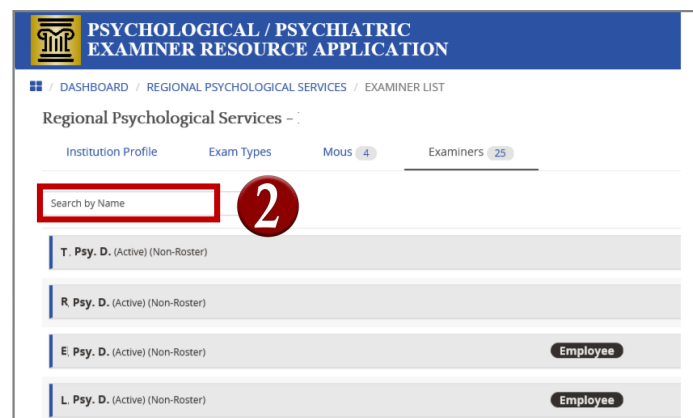## Log in or log out of the application

1. Go to https://era.courts.state.mn.us.

2. Click the account dropdown arrow, and select **Examiners/Institution.**

3. Enter your MyCourtMN Email and Password, and click **Log In**.

4. To log out, click the account dropdown and select **Logout**.

View all the institution examiners

1. Click **Examiners**.

2. Type the examiner name in search field. All institution examiners display on the list.

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View or edit profiles

1. Click the account dropdown arrow.

2. Select **Institution Profile.**

3. Review the account institution information.

   a. Institution Profile

   b. Exam Types

   c. Contracts

   d. Examiners

   ℹ️ The Contract tab is only visible on the Institution Owner's profile view and not on the non-owner view.

4. Locate the institution user's name, and click the edit pencil to edit their profile information or click the trash can to remove them. Only institution owners can edit or remove the profile information for a user.

Change MyCourtMN Email

1. Click the account dropdown arrow.

2. Select **Change MyCourtMN Email**.

3. Click **OK**

4. Enter **New Email Address** and **Password**

5. Click **Continue**

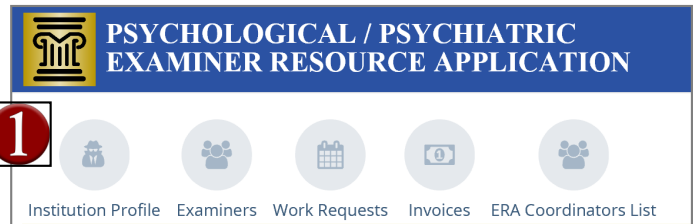# Managing Profile Information for Institutions

Add an authorized user

1. Click **Institution Profile**.

2. Click **Add New Institution User**.

3. Enter the profile information:

   - Email

   - Phone number

   - First and Last Name

   - Effective Date and Expiration Date

   - Job Title

4. Select **Yes** under Assign Examiners if this institution user can assign examiners for the institution to a work request.

5. Select **Yes** under Billing/Invoicing if this institution user can generate, approve, or deny invoices.

6. Click **Save**. The welcome to ERA notification is sent to the new institution user.

7. To resend the confirmation code to the institution user, click the email icon on their profile.

   Only institution owners may grant authorized users assigning access or access to submit billing on behalf of examiners in ERA.

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Review notifications

1. Click the notification icon. The red numbered icon shows the number of new or unread notifications.

2. Review notifications.

   a. Click **All** to view all notifications. Click **Unread** to review unread notifications.

   b. Click **Mark All As Read** to change the status of messages to read. Click **Delete All** to delete messages. Deleted notifications are permanently deleted.

   c. Enter keywords to search for a specific notification.

   d. Click an individual notification to view the details.

   e. Click the trash can icon to delete a single notification.
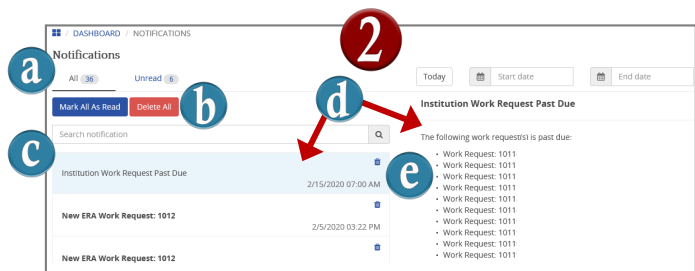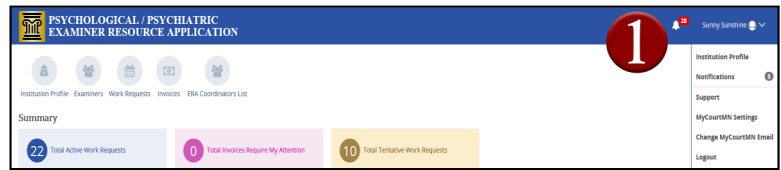
View support options

1. Click the account dropdown arrow.

2. Select **Support**.

3. If you need support or assistance for the application, click **Technical Support Request**.

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